

**OFFICE OF THE STATE COMPTROLLER  
NOTICE OF VACANCY  
ACCOUNTING SPECIALIST**

**PLEASE FOLLOW THE SPECIAL APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the Current Certification List  
**Location:** 55 Elm Street, Hartford, CT  
**Job Posting No:** #81841  
**Hours:** Full-Time (40 hrs/week)  
**Salary:** \$80,130 (AR29)  
**Closing Date:** Tuesday, April 1, 2014 - Application materials must be received by 5:00 p.m. by this date.

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill an **Accounting Specialist** position within the Budget and Financial Services Division. The selected candidate will be accountable for highly complex accounting functions impacting a variety of state agencies.

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the **Accounting Specialist** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**EXAMPLES OF DUTIES:** Coordinate data collection and work closely with a consulting firm to prepare Connecticut's Statewide Cost Allocation Plan (SWCAP), which is required annually by the Federal Department of Health and Human Services (HHS); respond to both Federal and State Auditors who review the plan each year; prepare Per Capita Cost Reports for State Humane Institutions as required by Section 17b-223 of the Connecticut State Statutes; assist multiple state agencies in the preparation of indirect cost proposals that are submitted to various Federal departments; respond to audit questions and other information requests as part of the negotiation and approval process with Federal agencies and performs other related duties as required.

**PREFERRED EXPERIENCE AND SKILLS:**

- Expertise in Cost Accounting and Federal Regulations (OMB A-87);
- Extensive knowledge of Core-CT to extract expenditures, allocation bases and other data necessary for development of the SWCAP and other work products;
- Experience with interpreting State Statutes;
- Experience with analyzing and compiling financial data, program statistics and categorizing expenditures.

**APPLICATION INSTRUCTIONS:**

**Note:** The filling of this position will be in accordance with Reemployment, SEBAC, Transfer, Promotion and Merit employment rules.

Interested and qualified candidates who meet the above requirements must submit a Cover Letter, Resume, Three (3) Letters of Professional References from current and/or previous supervisors and an Application for Examination or Employment (CT-HR-12) – available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (**Please indicate the job posting number on the application form**). State employees must include copies of their last Three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

**Elena Vazquez, Human Resources Associate  
Office of the State Comptroller  
Management Services Division-Human Resources Office  
55 Elm Street, 2nd Floor, Room 208  
Hartford, CT 06106  
OR  
Fax: (860) 702-3324  
OR  
Email: [OSC.HR@ct.gov](mailto:OSC.HR@ct.gov)**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.